

# Retention and Classification Report

**Agency:** Ogden (Utah). City Treasurer (733)

2380 Washington Blvd., Suite 350  
Ogden, UT 84401

## **Records Officer**

84451	Building rental agreements
05775	Receipt books
17159	Special assessments journals
05731	Special taxes to be refunded list
05669	Tax receipts
22924	Vouchers

**AGENCY:** Ogden (Utah). City Treasurer

**SERIES:** 84451

3

**TITLE:** Building rental agreements

**DATES:** 1970-

**ARRANGEMENT:** none

**DESCRIPTION:**

These are agreements between citizens to the use of public shools for community activities during non-school hours.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 02/1985

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Ogden (Utah). City Treasurer

**SERIES:** 5775

3

**TITLE:** Receipt books

**DATES:** 1922-1956

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These are receipts issued for money received into municipal accounts from all sources. Includes date of payment, department, or fund to which money belongs, receipt number and amount paid.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

**AGENCY:** Ogden (Utah). City Treasurer

**SERIES:** 17159

3

**TITLE:** Special assessments journals

**DATES:** 1929-

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

One volume accessioned by the archives, 1929-1962.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 12, Item 4.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Ogden (Utah). City Treasurer

**SERIES:** 5731

3

**TITLE:** Special taxes to be refunded list

**DATES:** 1905

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Includes correspondence and reports of special taxes to be refunded for Ogden City projects.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

This retention is based on the historical value of these volumes to document property and special taxes.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Ogden (Utah). City Treasurer

**SERIES:** 5669

3

**TITLE:** Tax receipts

**DATES:** 1959-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These are receipts issued for money received into municipal accounts from all sources. Includes date of payment, department, or fund to which money belongs, receipt number and amount paid.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 16.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Ogden (Utah). City Treasurer

**SERIES:** 22924

3

**TITLE:** Vouchers

**DATES:** 1963-

**ARRANGEMENT:** Chronological by date

**DESCRIPTION:**

This is an official authorization to pay on a claim or bill.

Includes name of department fund, check number, date, amount of claim, transmittal sheet number, and authorizing signature.

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 10, Item 4.

**AUTHORIZED:** 05/08/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public